

Administrative Exit Checklist

1. Employee's Name	2. Type of Position	3. Organization and Location
4. Action <div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> <input type="checkbox"/> Transferring outside NIH to: <i>(agency name)</i> _____ <input type="checkbox"/> Reassigning within NIH to: <i>(ICD name)</i> _____ <input type="checkbox"/> Other <i>(specify)</i> _____ </div> <div style="width: 30%;"> <input type="checkbox"/> Termination of appointment <input type="checkbox"/> Resigning <input type="checkbox"/> Retiring </div> </div>		
5. Employee's Forwarding Address and Phone Number		6. Effective Date <i>(proposed)</i>
7. Administrative Officer's Name		8. Building/Room

9. Notification and Verification Required <i>(Complete applicable items)</i>	10. <i>(Continued)</i>																												
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%; text-align: left;"><i>AO notified: (name)</i></th> <th style="width: 60%; text-align: left;"><i>Response recd. (AO initials)</i></th> </tr> <tr><td>Supervisor</td><td></td></tr> <tr><td>Lab Radiation Safety Officer</td><td></td></tr> <tr><td>Procurement Analyst, AMOB/Chief, CMB</td><td></td></tr> <tr><td>Personnel Management Specialist</td><td></td></tr> <tr><td>Travel Assistant (OD/DIR)</td><td></td></tr> <tr><td>Administrative Technician (ED)</td><td></td></tr> <tr><td>OD Travel Assistant</td><td></td></tr> <tr><td>Property Custodian</td><td></td></tr> <tr><td>Timekeeper</td><td></td></tr> <tr><td>Network Administrator</td><td></td></tr> <tr><td>Database Administrators</td><td></td></tr> <tr><td>SES/EPMS Program Coordinator</td><td></td></tr> <tr><td>Outside Activities Coordinator</td><td></td></tr> </table>	<i>AO notified: (name)</i>	<i>Response recd. (AO initials)</i>	Supervisor		Lab Radiation Safety Officer		Procurement Analyst, AMOB/Chief, CMB		Personnel Management Specialist		Travel Assistant (OD/DIR)		Administrative Technician (ED)		OD Travel Assistant		Property Custodian		Timekeeper		Network Administrator		Database Administrators		SES/EPMS Program Coordinator		Outside Activities Coordinator		<input type="checkbox"/> Forms NIH 2604 and 2604-1 <input type="checkbox"/> Original Plan with Progress Review/Summary Rating (Form NIH-2585) <input type="checkbox"/> Form NIH 433, NIH Directory Form <input type="checkbox"/> Form HHS 521, Cancellation of Outside Activity <div style="border-top: 1px solid black; padding-top: 5px;"> 11. Redelegation of the Following is Required <i>(Check applicable items)</i> <input type="checkbox"/> Self-Service Charge Card <input type="checkbox"/> DCRT Accounts (Form NIH 1767-1) <input type="checkbox"/> Signature Authority <input type="checkbox"/> Contract Project Officer <input type="checkbox"/> Grants Project Officer </div> <div style="border-top: 1px solid black; padding-top: 5px;"> 12. Items to be Turned in to A.O. <i>(Check applicable items)</i> <input type="checkbox"/> NIH Identification Card <input type="checkbox"/> Office Keys, Building Keys, Cardkeys <input type="checkbox"/> NIH Parking Hanger and Building Parking Card <input type="checkbox"/> FTS and AT&T Cards <input type="checkbox"/> Diner's Club Card <input type="checkbox"/> NIH and NLM Library Material <input type="checkbox"/> Radiation Badge </div> <div style="border-top: 1px solid black; padding-top: 5px;"> 13. Other <i>(any items not covered above)</i> <div style="height: 100px; border: 1px solid black;"></div> </div>
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<div style="border-top: 1px solid black; padding-top: 5px;"> 10. Items to be Completed and Turned in to A.O. <i>(Check applicable items)</i> <input type="checkbox"/> SF 52, Request for Personnel Action <input type="checkbox"/> Time and Attendance Records <input type="checkbox"/> Forms PHS 31 and PHS 1373 for COs <input type="checkbox"/> Form HHS476, Record of Home Address <input type="checkbox"/> Outstanding Travel Advances/Vouchers <input type="checkbox"/> Procurement Officials Certification of Continuing Obligation </div>																													

14. Supervisor's Signature	Date	15. Employee's Signature	Date
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Instructions for Completing Form NIH 2737, "Administrative Exit Checklist"

Items 1 through 3--Administrative Officer will complete.

Items 4 through 6--Supervisor or Administrative Officer will complete.

Items 7 and 8--Administrative Officer or designee will complete.

Items 9--Notification and Verification Required: The **Administrative Officer** will notify, via electronic mail, each official listed in this block when he/she is notified of a pending separation, requesting that any necessary action be taken by each official. All officials listed in this block will in turn provide an electronic mail response to the Administrative Officer, indicating whether or not any action needs to be taken for the separating employee for his/her respective area of clearance. For each applicable item, the Administrative Officer places the name of each clearance official on the solid line under "A.O. Notified (name)" and initials the form under "Response Recd. (A.O. initials)" when the clearance official responds.

Item 10--Items to be Completed and Turned in to A.O.: The **Administrative Officer** will check each box in the left column for each item that is applicable to the separating employee. When each applicable item has been turned in to the Administrative Officer, he/she will initial the line to the right of the item. The Administrative Officer will turn the items listed in this block to the following officials:

Form SF 52, Request for Personnel Action: Personnel Management Branch, Building 31, Room 7A27.

Time and Attendance Records: NIAID Payroll Representative, Building 31, Room 7A19.

Forms PHS 31 and PHS 1373: Personnel Management Branch, Building 31, Room 7A27.

Form HHS 476, Record of Home Address: Personnel Management Branch, Building 31, Room 7A27.

Outstanding Travel Advances/Vouchers: Respective Travel Assistant (OD/DIR) or Administrative Technician (ED).

Procurement Officials Certification of Continuing Obligation: Chief, CMB, Solar Building,

Room 3A07 or Chief, AMOB, Solar building, Room 1A25.

Forms NIH 2604 and 2604-1: Procurement Analyst, Solar Building, Room 1A25.

Original Plan with Progress Review/Summary Rating (Form NIH 2585): Respective SES/EPMS Program Coordinator.

Form NIH 433 (NIH Directory Form): Telephone and Directory Section, Telecommunications Branch, Office of Research Services, Building 10, Room B1A33. Retains Part 3 of the form for the files.

Form HHS 521 (Cancellation of Outside Activity): Outside Activities Coordinator, Building 31, Room 7A19.

Item 11--Redelegation of the Following is Required: The **supervisor** will check each box in the left column for each item that is applicable to the separating employee. Upon completion of the redelegation, the supervisor will initial the line to the right of the item.

Item 12--Items to be Turned in to A.O.: The **Administrative Officer** will check each box in the left column for each item that is applicable to the separating employee. When each applicable item has been turned in to the Administrative Officer, he/she will initial the line to the right of the item.

Item 13--Other: Any items not covered elsewhere on this form will be inserted here. Include any actions taken to resolve issues of indebtedness and/or any actions to ensure the return of any accountable property, forms, records, and other Government property to the appropriate Property Custodian.

Item 14--Supervisor's Signature: The employee's immediate supervisor will sign and date this block.

Item 15--Employee's Signature: Upon completion of the clearance procedures, the employee will sign and date this block. (If the employee is unable or refuses to sign, the employee's immediate supervisor will sign and date this block.) After all appropriate items have been completed/turned in or redelegated and initialed by the A.O. or supervisor, the **supervisor** will: 1) retain a copy of the form for his/her files, 2) provide a copy to the employee, and 3) provide the **original** to the Administrative Office. The Administrative Officer will provide a copy to the Personnel Management Branch.